

# VALENTINE PUBLIC LIBRARY

## MEETING ROOM POLICY

### 1. Purpose

The Valentine Public Library provides a meeting space in the library's meeting room. In keeping with the library's mission, the purpose of providing this space is for meetings or programs of an educational, cultural, recreational, civic, informational, or governmental nature. When not needed for library purposes, this room is available for use by area community entities. The library reserves the right to close or restrict access to this room as necessary. All use of the meeting room is subject to the approval of the Director.

### 2. Description of Room

The meeting room can accommodate up to 50 people seated auditorium-style and has access to an adjoining kitchenette. The room does have wireless access, and a checklist meeting room agreement will be provided. The charge for using the meeting room is \$60.00 per day or \$30.00 for any segment less than 3 hours.

### 3. General Regulations

- All organizations using the Valentine Public Library meeting room will comply with federal, state, and local laws and regulations, including but not limited to ADA (Americans with Disabilities Act) and anti-discrimination.
- Groups are encouraged to reserve the meeting room at least 24 hours in advance. Same-day scheduling will be done only at the discretion of the Director.
- Only the city council and city committees or boards may use the room without charge and after business hours. The City Manager or his staff will be responsible for unlocking and locking the facility for these meetings. The City also agrees to be responsible for any damage that may occur while using the facility.
- No signs, posters, displays, etc., promoting a meeting or program by an organization or group may be placed anywhere in the library or on its premises without prior permission from the Library Director or staff.
- Soliciting or canvassing library patrons is not permitted.
- The library retains the right to monitor all meetings, programs, and events conducted to ensure library policies are followed.
- Library staff will have free access to meeting rooms at all times.
- The meeting room is not available for the following purposes:
  - Monetary solicitation, admission fee, or donation by any entity other than the library, Friends of the Library, The Valentine Library Foundation, or the City of Valentine Fundraising.
  - Programs involving selling, advertising, and promoting commercial products or services, including compiling mailing lists for future solicitation by any entity other than the library.
  - Personal or family purposes include parties, weddings, bridal or baby showers, birthday parties, dances, rehearsals, or performances.
  - Programs that would interfere with the library's operation by causing excessive noise, a safety hazard, or security risk.

### 4. Scheduling

- The library and groups affiliated with the library will be given priority for reserving space. There are no restrictions on the scheduling of the library and library-related events and programs. Other groups will be accommodated as space is available.
- Reservation of the meeting room is available on a first-come, first-served basis.

- The meeting room is available for use during regular library hours. Meetings must end by the library's closing time and cannot extend past regular library hours. The Library Director and/or staff may authorize exceptions to this.
- The reservation must allow for setup and cleanup time. Reserving a room the day before setup is also prohibited.
- Groups must leave the room when the meeting is scheduled to end. Groups must leave the building by the time the library closes.
- The use of the meeting room by an individual(s)/organization(s) is limited to 3 meetings per 90 days unless the library is a cosponsor.

## **5. Use of Facilities**

- Library staff can assist in setting up the meeting room when necessary.
- Equipment is available for meeting room use; a checklist will be provided. Upon request, the library can provide instructions for its use. However, the library is unable to provide personnel to operate this equipment.
- The user is responsible for leaving the room in the condition in which it was found.
- This includes but is not limited to, taking out the trash and re-lining the bins if the trash is either perishable or overflowing the bins.
  - The user, precisely the person who makes the reservation, will be responsible for all damage to the building, furniture, and equipment and any extra cleaning that is required. The library may assess cleaning fees if necessary.
  - The library will determine whether damaged furnishings or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture, etc.
- Refreshments may be served. Groups are responsible for providing their own refreshments and any supplies needed for serving or cleanup.
- Decorations, wall hangings, presentation materials, or any other items may not be taped, stapled, glued, or in any other way fastened to walls, ceilings, or fixtures.
- If library equipment is missing after a group has used the room, the library will bill the responsible party for the costs of replacement.
- Tobacco products, incendiary items, weapons, and illegal substances are not permitted on library premises.
- Alcoholic beverages are prohibited.
- No advance deliveries can be accepted for meetings. Materials may not be stored at the library before or after a meeting.

## **6. Disclaimer**

- The Valentine Public Library is not responsible for any equipment or items left in the meeting rooms.
- The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the library.
- The fact that a group is permitted use of the room(s) does not in any way constitute the library's endorsement of the group's policies or beliefs by the Library Board or staff.
- The library reserves the right to refuse to book meeting room space for groups that do not comply with the guidelines of this policy.
- This policy may be subject to change based on need or circumstance as approved by the Library Board at any regularly scheduled meeting.

Reviewed and approved by the Valentine Public Library Board of Trustees on **12/27/22**.